

**FRANKLIN COUNTY COMMISSIONERS
HUMAN RESOURCES DEPARTMENT
373 South High Street, 25th Floor
Columbus, Ohio 43215**

J O B A N N O U N C E M E N T

POSITION TITLE: Benefits Analyst (Non-Bargaining) **PCN:** 060425

REPORTS TO: Employee Benefits Supervisor **P.G.:** N14

RESPONSIBILITIES: Maintain an internal communication strategy, including composing, editing, design, print and distribution of newsletters, benefit guides, presentations, etc. Coordinate website and video production. Monitor external communications, including evaluating and approving vendor communications (e.g., summary plan descriptions (SPD), vendor letters, websites and emails, etc.).

Assist the Supervisor in maintaining and improving existing operational procedures to ensure compliance with applicable policies and contracts. Develop new procedures as needed. Contribute to the completion of special projects including research, monitoring progress and reporting results. Respond to and interact with County employees, human resource/payroll representatives and elected officials, vendors and occasionally consultants and bargaining unit representatives. Oversee and monitor the life insurance program (e.g., new program implementation, enrollment, premium billing, payroll deductions, certificate approval, etc.).

Foster relationships with vendors, agencies, employees, and benefits staff. Participate in the review and evaluation of proposals for new employee benefit vendors, products and programs. Provide advice to and answer questions from employees and dependents. Assist with annual/special enrollments, including coordination of enrollment or benefit changes with vendors (e.g. coordination of eligibility file testing and loading) and agencies (e.g. payroll deduction accuracy).

MINIMUM QUALIFICATIONS: Bachelor's degree in human resources, journalism, or related field with three (3) years of health benefits or related experience; or any equivalent combination of training and experience.

PREFERRED QUALIFICATIONS: In depth benefits print and electronic communications experience strongly preferred. Preference will be given to applicants with experience in employee benefits or the health insurance field. Experience coordinating website design a plus.

STARTING SALARY: \$21.57/hour, plus a comprehensive benefits package

DATE POSTED: May 5, 2011

DEADLINE FOR APPLYING: Open until Filled

If interested, please go to www.franklincountyohio.gov/commissioners/hr and apply on-line.

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